



# Circuit Court for Cecil County Job Announcement

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<b>Opening Date:</b>	<b>January 11, 2016</b>	<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Job Title:</b>	<b>Court Researcher</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Position Type:</b>	<b>Contractual Full Time</b>	<b>Salary:</b>	<b>\$52,000 - \$54,000</b>
<b>Location:</b>	<b>Circuit Court for Cecil County (Depending on Qualifications) Elkton, Maryland</b>		
		<b>Financial Disclosure:</b>	<b>Yes</b>

## **THIS POSITION IS CONTRACTUAL AND SUBJECT TO ANNUAL GRANT FUNDING**

**Essential Functions:** Work on project teams to compile data and produce reports. Help develop quality control procedures as it relates to data entry, data collection/extraction, and data analysis. Assist with analysis of statistics and writing/formatting annual reports. Proofread, edit and format program evaluation reports. Create MS Access databases and Excel worksheets as well as produce reports for special studies. Create online surveys, analyze results and write reports. Assist with the analyses of reporting needs and data quality/validity analyses in the Maryland Electronic Courts (MDEC)/Odyssey Case Management system environment. Involvement in analyzing court-wide programs, functions and organizations to determine whether management systems in current use efficiently accomplish objectives. Prepare reports for meetings, create PowerPoint presentations and assist with training and application testing. Conducts research related to the development of data collection and reporting in MDEC. Work independently and as part of a team on specialized projects of an emergent nature. Attend meetings and work offsite in support of Judiciary-wide initiatives. Play a critical role in informing the use and analysis of data from the Maryland Judiciary's new, statewide case management system. Requires occasional travel.

This job description reflects management's assignment of essential functions. It does not prescribe or restrict additional various diversified tasks and assignments that may be required by the Court Administrator and/or Judicial Officers. The Researcher reports directly to the Court Administrator, and is ultimately responsible to the Administrative Judge.

**Education:** Bachelor's Degree from an accredited college or university.

**Experience:** Three years of related work experience which includes statistical analysis and research experience.

**Preferred:** Master's Degree in social science research, public policy, judicial administration or related field highly preferred. Previous training in court processes, case management or project management desired. Direct research project experience in a court system is preferred.

**Skills/Abilities:** Ability to provide statistical analysis of data. Knowledge of court processes, procedures and practices. Thorough knowledge of the methods of statistical analysis and skill in interpreting quantitative data. Ability to perform statistical analyses using software packages (e.g.

SPSS, MS Access, MS Excel). Ability to demonstrate strong analytical and problem solving skills. Ability to demonstrate excellent writing skills. Ability to demonstrate excellent skills in editing and the formatting of reports. Ability to manage several projects simultaneously. Ability to use online survey software. Ability to demonstrate strong verbal and written communication skills. Ability to interact professionally with a diverse group including executives, IT personnel, consultants and subject matter experts. Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel and the general public in a fast pace environment. Ability to work independently and prioritize assignments across multiple initiatives. Ability to organize and facilitate discussions with diverse groups. Ability to travel with occasional overnight travel. Ability to perform all essential job functions.

**Application Procedure:** Please go to [www.ccgov.org](http://www.ccgov.org) to complete an application/ submit a resume. This position will remain open until filled.

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